



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – April 17, 2023

This is a Hybrid meeting: Virtual and In-Person Attendance at
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

Kate Dean, District 1 | Heidi Eisenhour, District 2 | Greg Brotherton, District 3 – Chair

To view Agenda items, meeting materials and comments received, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

• Zoom Meeting: https://zoom.us/j/93777841705 This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.” Participation will be up to the Chair and Clerk
• Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705# This option will allow you to listen to the meeting live. If you wish to provide public comment, press *9 to “raise your hand.” Participation will be up to the Chair and Clerk Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384. If you need special accommodations, please contact our office 24 hours in advance.
• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation.
• In-Person: You are welcome to join the meeting in-person. This option may be limited as we are operating at 50% room occupancy at this time.

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before calling 360-385-9100 to report any issues.

Individuals may provide Public Comment using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: You may submit comments/correspondence to us at: jeffbocc@co.jefferson.wa.us up through 11:59 p.m. the day before the meeting.

Public Comment Periods are dedicated to listening to the public. Each person may address the Board one time during these periods. To ensure equal opportunity for the public to comment, all comments shall be limited to 2 or 3 minutes per person, depending on the volume of public in attendance. Some Agenda items may have additional Public Comment Periods – these comment periods are for listening to comments specific to that Agenda item. The Chair may add additional Public Comment Periods throughout the meeting.

9:00 a.m. [CALL TO ORDER](#)
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS

[09:01:37 AM \(00:00:49\)](#) Comment
[09:05:45 AM \(00:04:58\)](#) Response to comment
[09:10:02 AM \(00:09:14\)](#) Comment
[09:12:23 AM \(00:11:35\)](#) Response to comment
[09:14:41 AM \(00:13:53\)](#) Comment
[09:17:33 AM \(00:16:45\)](#) Response to comment

APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

(Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.)

1. **AGREEMENT** re: Programs for Youth and Families in Foster Care; In the Amount for \$15,000 in 2023 and \$15,000 in 2024 for a Total of \$30,000; Jefferson County Public Health; Olympic Angels
 
2. **AGREEMENT** re: Washington Conservation Corps Crew Time Maintaining Plantings on the Big Quilcene Floodplain; No Dollar Amount, Previously Provided by Grant; Jefferson County Environmental Public Health; Washington State Department of Ecology
 
3. **AGREEMENT** re: Interlocal to Focus on Harm Reduction Program, Sharing Mobile Drug Unit; No Dollar Amount, Exchange of Services Only; Jefferson County Public Health; Clallam County Health and Human Services
 
4. **AGREEMENT** re: Interlocal for Household Hazardous Waste Disposal; In the Amount Not to Exceed \$10,000; Jefferson County Public Works; Kitsap County
 
5. **AGREEMENT** re: HJ Carroll Caretaker Services; In the Amount of \$5,400; Jefferson County Public Works; Dustin Willis
 
6. **AGREEMENT** re: Noxious Weed Control of the Public Utility District Corridor; In the Amount of \$34,000: WSU Extension, Jefferson County Noxious Weed Control Board; EarthCorps, LLC
 
7. **BID AWARD** re: Supply of Aggregate for Bituminous Surface Treatment (BST) on County Roads in Calendar Years 2023 and 2024; In the Estimated Amount of \$480,000 over a Contracted Two (2) Year Period; Jefferson County Public Works; Northwest Rock, Inc.
 
8. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Unexpired Term to End March 2, 2024; District No. 3 Representative, Karin Nyrop
 
9. **ADVISORY BOARD APPOINTMENT** re: Ferry Advisory Committee (FAC); Unexpired Term to End June 6, 2024; Commerce/Transit Representative, Nicole Gauthier
 
10. **REQUEST FOR APPROVAL** re: Superior Court Jury Fees Voucher; In the Amount of \$6,346.64; District Court Jury Fees Voucher; In the Amount of \$839.01
 

11. **Payment of Jefferson County Vouchers/Warrants** Dated April 10, 2023 Totaling \$748,446.46 (Records of all claims submitted for payment along with vouchers approved by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)



[09:25:57 AM \(00:25:09\)](#) KD moved, HE second, unanimous.

COMMISSIONERS BRIEFING SESSION: Chair Brotherton noted that HR Director Sarah Melancon is Acting County Administrator today, in Mark McCauley's absence. Chair Brotherton shared a video re: Health Department's Bonnie Obremski.

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming April 22, 2023 as International Earth Day



All three Commissioners read aloud the proclamation. KD moved to approve, HE second, unanimous. The Board talked about Climate Action goals.

PROCLAMATION re: Proclaiming the Week of April 16-23, 2023 as National Park Week



[09:38:10 AM \(00:37:22\)](#) The Proclamation was tabled until the afternoon session. Chair Brotherton will modify the current proclamation and bring forward later.

[09:41:13 AM \(00:40:26\)](#) Recess

[09:46:56 AM \(00:40:58\)](#) Reconvene

9:45 a.m. **HEARING** re: 2023 First Quarter Budget Appropriations/Extensions; Various County Departments



Judy Shepherd, Jefferson County Finance Manager

[09:48:05 AM \(00:42:07\)](#) JS reviewed the various budget appropriations/requests with the Board and public. She answered questions posed by the Commissioners.

[10:04:26 AM \(00:58:28\)](#) Chair Brotherton opened the floor for public testimony. The following individuals provided testimony:

[10:05:15 AM \(00:59:17\)](#) Tom Thiersch, Jefferson County

[10:06:25 AM \(01:00:27\)](#) Chair Brotherton closed public testimony. Deliberations ensued. After discussion, **MOTION:** KD moved to approve **RESOLUTION NO. 18-23** re: Order 2023 First Quarter Budget Appropriations/Extensions; Various County Departments. HE seconded the motion, unanimous.

[10:08:42 AM \(01:02:43\)](#) **ADDITIONAL BUSINESS: Renaming Kilisut Harbor:** KD noted that the DNR Washington State Board on Geographic Names is renaming places and naming places across the state. Port Gamble S'Kallam Tribe has asked that Kilisut Harbor be renamed to Passage Through. KD checked with Jamestown S'Klallam Tribe, and they agree to renaming too. KD will provide draft letter

to approve later in the meeting. (later in meeting, KD stated she will bring forward a letter during the next meeting)

10:15 a.m. **DISCUSSION AND POTENTIAL ACTION** re: Capacity and Current Planning Permit Review Times; Jefferson County Department of Community Development (DCD) and **PUBLIC COMMENT**



Brent A. Butler, DCD Director
Josh D. Peters, DCD Deputy Director

JP present to discuss re-staffing of DCD in the short and near term. DCD is proposed limited office closures in the near future, and in the summertime. He reviewed the 6 open positions, and noted they will work with County Administrator Mark McCauley re: posting the job openings and changing some job descriptions. BB joined the meeting to provide information to their request. He also proposed one week per month closures. HR Director Sarah Melancon was also present for discussion. They answered questions posed by the Board. Deputy Prosecuting Attorney Barbara Ehrlichman joined the conversation. JP introduced a DCD staff member, Ethan (unknown last name). The Board discussed closing the DCD offices for one to two weeks, and potentially hiring a consultant.

[11:09:20 AM \(02:03:22\)](#) Call for public comments

[11:10:52 AM \(02:04:54\)](#) Comment

[11:12:28 AM \(02:06:29\)](#) Closing remarks. The Commissioners reviewed the proposed press releases. After discussion, **MOTION:** After discussion, Commissioner Eisenhour moved to approve a one-week permit catch-up closure to be effective May 1, 2023, followed by one training week in the summer. Commissioner Dean asked to remove the one week during the summer and reassess how things worked with the first closure. Commissioner Eisenhour withdrew her motion. Commissioner Dean moved to approve a one-week permit catchup closure effective May 1, 2023 for DCD. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

[11:23:26 AM \(02:17:28\)](#) Recess

[11:27:45 AM \(02:17:50\)](#) Reconvene

11:15 a.m. **DISCUSSION AND POTENTIAL ACTION** re: Commercial Property Assessed Clean Energy + Resiliency (C-PACER); Request for Proposals Ordinance to Adopt the Program and Amend the Fee Appendix and **PUBLIC COMMENT**



Jeff Chapman, Jefferson County Assessor
Stacie Prada, Jefferson County Treasurer
Brent A. Butler, Jefferson County DCD Director

BB provided presentation. He reviewed Commercial Property Assessed Clean Energy + Resiliency (C-PACER) background, action taken to-date, questions to consider (Program administration, building size and ground lease, approval timelines, authorized fee, assigned assigner), and next steps. JC and SP present and participated in discussion. BB answered questions posed by the Board and JC and SP.

[11:57:07 AM \(02:47:12\)](#) Recess – due to technical difficulties, the video is not fully available. To view the Zoom file of this meeting, click here: www.co.jefferson.wa.us – Services – Laserfiche web portal – BOCC Zoom Meeting Files

Reconvene 1:32 p.m.

AFTERNOON SESSION

1:30 p.m. **WORKSHOP** re: Solid Waste Fee Schedule; Jefferson County Public Works



Al Cairns, Public Works, Solid Waste Manager
Monte Reinders, Public Works Director/County Engineer

Al Cairns reviewed the Solid Waste fee schedule with the Board. 2023 proposed rates: \$20 – Minimum yard debris fee (up from \$5.00), \$48 Yard debris per ton fee (same cost), MSW Minimum fee \$20 (up from \$10), MSW per ton fee \$167.00 (up from \$162.93). AL and MR answered questions posed by the Board and reviewed next steps.

Chair Brotherton called for public comments, and one comment was received and responded to.

ADDITIONAL DISCUSSION ITEMS

- Review of items to discuss
- Letter re: Renaming of Kilisut Harbor - Continued; Commissioner Dean will bring forward a letter during the next meeting
- **Continued discussion and potential action re: Proclamation:** Chair Brotherton revised the draft proclamation and reviewed with the Board. All three Commissioners read aloud the proclamation. KD moved to approve the proclamation as read. HE second. GB called for public comments, no comments received. Vote on motion unanimous.
- BOCC Briefing/Calendar Coordination/miscellaneous topics
- BOCC to hold Special Meeting on April 28, 2023 at approximately 11:30 a.m. TBD

3:00 p.m. **ADDITIONAL BUSINESS: EXECUTIVE SESSION** re: Review the performance of a public employee: Staff Present: HR Director/Acting County Administrator and Deputy Prosecuting Attorney

Start of Executive Session: 3:01 p.m. to 3:21 p.m.

Reconvene at 3:21 p.m. No action.

ADDITIONAL DISCUSSION ITEMS

- Calendar Coordination – continued
- Legislative update

NOTICE OF ADJOURNMENT 3:50 p.m.

COMMISSIONERS MEETING SCHEDULE
The Week of April 17, 2023

A snapshot of the meetings the Commissioners will be attending this week are notated below. If you would like to get more information on these meetings, please contact the Commissioners' Office at 360-385-9100 or send us an email at: jeffbocc@co.jefferson.wa.us

Monday, April 17, 2023

09:00 a.m. to 4:30 p.m. BOCC Meeting - Hybrid (Board)
Noon BOCC Special Meeting - WSAC Virtual Assembly (Board)
4:00 p.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
6:00 p.m. Love in the Time of Fentanyl – Quilcene Community Center (Greg)

Tuesday, April 18, 2023

9:00 a.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
10:30 a.m. 1/10th of 1% DATA/ Fire CARES Meeting – Virtual (Heidi)
11:00 a.m. North Olympic Development Council (NODC) Executive Board Meeting – Virtual (Kate)
12:15 p.m. Quilcene Food Bank Planning Committee Meeting – Virtual (Greg)
1:00 p.m. Harm Reduction - South County meeting – Virtual (Greg)
1:30 p.m. Jefferson Transit Authority Meeting – Hybrid (Transit Office & Virtual) (Board)
4:00 p.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
6:00 p.m. Chimacum Healthier together Meeting – Virtual (Kate)

Wednesday, April 19, 2023

9:00 a.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
10:30 a.m. Jefferson County Strategic Plan Project Team Meeting – Virtual (Heidi)
Noon LUNCH at the Recovery Café – Recovery Café, Port Townsend (Heidi)
1:00 p.m. Hood Canal Coordination Council (HCCC) Board Meeting – HCCC Office (Kate)
2:00 p.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
2:15 p.m. Childcare / Family Support Center Project Meeting – Virtual (Kate)
5:30 p.m. Biz After Hours Event – Jefferson County Chamber of Commerce – (Heidi)
6:30 p.m. USDA Rural Development Public Meeting – Hybrid (Chambers & Virtual) (Kate)

Thursday, April 20, 2023

9:00 a.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)
9:00 a.m. WSAC Broadband Advisory Committee Meeting – Virtual (Greg)
1:00 p.m. Trust Land Transfer Touch Base Meeting – Virtual (Heidi)
2:30 p.m. Jefferson County Board of Health Meeting – Hybrid (Chambers & Virtual) (Board)

Friday, April 21, 2023

8:30 a.m. Healthier Together Monthly Planning Meeting – Hybrid (City Hall & Virtual) (Kate)
11:30 a.m. Jefferson County Coordination Meeting with Electeds – Virtual (Board)

The County has various Boards and Committees that are subject to the Open Public Meetings Act (OPMA). Agendas for those meetings will be posted to the Jefferson County website calendar 24 hours prior to the start of the meeting. The Agendas will contain information on how to provide public comment, meeting access, and meeting materials (if available).

For more information, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of Commissioners – Boards & Committees or click on the Calendar tab on the home page of the website.

THE COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
